

## FACILITIES MANAGEMENT

### BUDGET UNIT: MAINTENANCE DIVISION (AAA FMD FMM)

#### I. GENERAL PROGRAM STATEMENT

The Maintenance Division of the Facilities Management Department administers the county's maintenance services provided to county owned and some leased facilities through a combination of in-house personnel and private service providers. In addition, the Maintenance Division is responsible for the minor remodel and maintenance portion of the county capital improvement program.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Actual 2002-03</u>	<u>Budget 2003-04</u>
Total Appropriation	6,945,474	7,226,422	7,066,665	7,107,828
Total Revenue	<u>3,207,557</u>	<u>3,475,000</u>	<u>3,370,525</u>	<u>3,300,000</u>
Local Cost	3,737,917	3,751,422	3,696,140	3,807,828
Budgeted Staffing		61.0		56.0
<b><u>Workload Indicators</u></b>				
Square feet maintained	4,175,000	4,175,000	4,285,000	4,285,000
Maintenance trouble calls	11,037	12,000	10,645	10,500
Maintenance requisitions	1,020	1,200	815	800

Actual expenses were lower in 2002-03 due primarily to vacant positions, which also resulted in a reduction in revenues

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments as detailed changes)

##### **STAFFING CHANGES**

Budgeted staffing reductions include 5.0 positions. One General Maintenance Mechanic (1.0 budgeted staffing) and one General Maintenance Worker (1.0 budgeted staffing) were deleted in the Facilities Management Department 4% Spend Down plan. The department deleted one General Maintenance Mechanic (1.0 budgeted staffing) and reduced funding to 73% for one Electrician (.3 budgeted staffing) and one General Maintenance Mechanic (.3 budgeted staffing) in order to fund the increase in MOU, retirement, and Risk Management Workers Compensation costs. Per Board direction vacant budgeted 0.7 Electrician and 0.7 General Maintenance Mechanic positions that were not in recruitment were deleted during budget adoption.

##### **PROGRAM CHANGES**

None.

GROUP: Internal Services  
DEPARTMENT: Facilities Management - Maintenance  
FUND: General AAA FMD FMM

FUNCTION: General  
ACTIVITY: Property Mgmt

	<u>2002-03 Actuals</u>	<u>2002-03 Approved Budget</u>	<u>2003-04 Board Approved Base Budget</u>	<u>2003-04 Board Approved Changes to Base Budget</u>	<u>2003-04 Final Budget</u>
<b><u>Appropriation</u></b>					
Salaries and Benefits	3,142,413	3,298,902	3,559,714	(109,116)	3,450,598
Services and Supplies	3,876,187	3,870,100	3,775,881	(150,528)	3,625,353
Central Computer	24,695	24,695	20,301	-	20,301
Transfers	<u>23,370</u>	<u>32,725</u>	<u>(760)</u>	<u>12,336</u>	<u>11,576</u>
Total Appropriation	7,066,665	7,226,422	7,355,136	(247,308)	7,107,828
<b><u>Revenue</u></b>					
Current Services	<u>3,370,525</u>	<u>3,475,000</u>	<u>3,405,000</u>	<u>(105,000)</u>	<u>3,300,000</u>
Total Revenue	3,370,525	3,475,000	3,405,000	(105,000)	3,300,000
Local Cost	3,696,140	3,751,422	3,950,136	(142,308)	3,807,828
Budgeted Staffing		61.0	59.0	(3.0)	56.0

## FACILITIES MANAGEMENT

### Total Changes Included in Board Approved Base Budget

Salaries and Benefits	(86,841)	4% Spend Down Plan - delete 1.0 General Maintenance Mechanic and 1.0 General Maintenance Worker.
	88,779	MOU.
	166,393	Retirement.
	32,634	Risk Management Workers' Comp.
	59,847	Full year funding for maintenance staff at West Valley Juvenile Hall.
	<u>260,812</u>	
Services and Supplies	(103,770)	4% Spend Down Plan.
	14,351	Risk Management Liabilities.
	(4,800)	30% Cost Reduction Plan.
	<u>(94,219)</u>	
Central Computer	<u>(4,394)</u>	
Transfers	(32,724)	4% Spend Down Plan.
	(761)	Incremental Change in EHAP.
	<u>(33,485)</u>	
<b>Revenue</b>		
Current Services	<u>(70,000)</u>	4% Spend Down Plan.
Total Appropriation Change	128,714	
Total Revenue Change	(70,000)	
Total Local Cost Change	198,714	
Total 2002-03 Appropriation	7,226,422	
Total 2002-03 Revenue	3,475,000	
Total 2002-03 Local Cost	3,751,422	
Total Base Budget Appropriation	7,355,136	
Total Base Budget Revenue	3,405,000	
Total Base Budget Local Cost	3,950,136	

### Board Approved Changes to Base Budget

Salaries and Benefits	(36,993)	Delete 1.0 General Maintenance Mechanic.
	(13,622)	Delete .3 Electrician.
	(14,857)	Delete .3 General Maintenance Mechanic.
	33,688	Projected costs for step increases.
	(147,699)	Vacant positions slated for deletion - .7 Electrician, .7 General Maintenance Mechanic, and 1.0 Maintenance Supervisor.
	70,367	Restoration of 1.0 Maintenance Supervisor.
	<u>(109,116)</u>	
Services and Supplies	(139,191)	Reduce Building Maintenance Budget to better reflect projected expenditures.
	(11,337)	GASB 34 Accounting Change (EHAP).
	<u>(150,528)</u>	
Transfers	999	Increase in services provided by county sign shop.
	11,337	GASB 34 Accounting Change (EHAP).
	<u>12,336</u>	
Total Appropriation	<u>(247,308)</u>	
Revenue		
Current Services	<u>(105,000)</u>	Revenue reduction budgeted to reflect projected revenues.
Total Revenue	<u>(105,000)</u>	
Local Cost	<u>(142,308)</u>	